

2002 DoD Personnel **Accounting Conference**

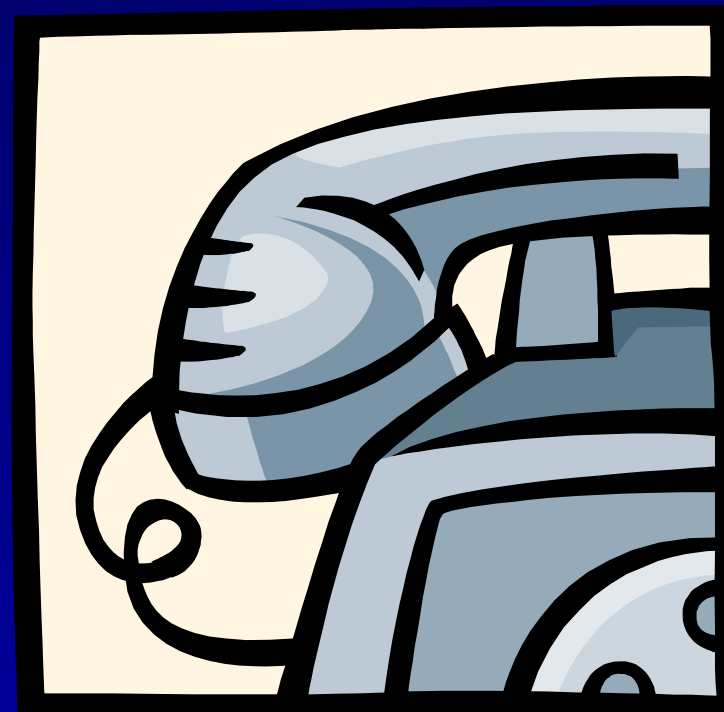


**Administrative
Comments**



Messages

- The phone number for messages is (703) 797-4500
- Fax is (703) 797-4501
- Messages will be posted on a board near the break area





Facility



- **There is a floor plan for the facility at Tab A**
- **Conference Admin Office across from the left front door of this room**
 - **Copier**
 - **Fax**
 - **Phones just**
 - **DPMO representative**
- **VIP office area in the Madison room**
 - **O-6/GS-15 and above**
- **Several telephone connections set up near the break areas where you can plug into the internet**
- **Restrooms are just behind the right half of this room**



Refreshments



- **The break area is just to the left out the front door of this room**
- **There are two refreshment kiosks**
 - **Both will have sodas, water, coffee, etc all day**
 - **Pastries in the morning**
 - **Cookies & snacks in the afternoon**
- **\$5.00 per day**
- **Bill Boik or Charlotte Raub are collecting the money**



Lunch



- **There are a number of restaurants one stop down on the Metro (Ballston)**
- **List at Tab A after the Metro Map**



Smoking



- **There is no smoking inside the building**
- **You may go out on the balcony from the break area to smoke**



Security



- **Wear your Conference Badges**
 - Access to the conference
 - Identify your clearance level for the classified briefings
- **3 classified work groups Wednesday and Thursday – Jefferson Room**
 - Korea
 - Cold War
 - Intelligence Support
 - We must have clearances for those scheduled to participate in these by COB today



Audio Visual Support



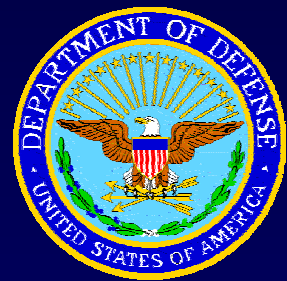
- **If you brought slide presentations or uploaded them on to the DPMO server please contact MSgt Bridges or Bill Boik prior to your briefing**
- **Check your presentation early**



Agenda



- **Tab B**
- **Day 1: Overview Briefings (all unclassified)**
- **Day 2: Regional Strategies (Government only)**
- **Day 3: Functional Workshops (Government only)**
- **Day 4: Back-briefs (Government only)**
- **Lunch**
 - **1.5 hours for lunch**
 - **On your own**
 - **Executive Luncheon**



Conference Critique



- **At the end of your binder (Tab E) is a critique sheet**
- **Please provide us your comments and suggestions so we may improve future conferences**

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